

DRUG TESTING PROCEDURE

*Unless noted, the below applies to **ALL THOSE WHO TEST HERE.***

1. Call the drug testing line at (402) 441-8747 between 6 a.m. and 8 a.m., listen to the message, and follow the provided instructions to leave your name. If your color is called, you are expected to submit to a urinalysis test between the hours of 6 a.m. and 8:30 a.m. if you are male and 8 a.m. and 9:00 a.m. if you are female. (Red test group may report no later than 7:15 a.m.).
2. Make sure you leave your full first and last names on the call-in line. Speak clearly and slowly. Say it twice if you want to be sure. Remember: this message is your acknowledgement that you have listened to the recording!
3. You only need to knock once. Unless there is testing currently in progress, the staff member(s) performing the testing will be with you momentarily.
4. Be respectful in the lobby. Refrain from loud or crude behavior and excessive swearing.
5. Do not expect to be able to test before 6 a.m., as it will not always be possible.
6. You're on the honor system. Please do not "slip in" to test before someone else that arrived before you.
7. Drug Court participants only: when signing the admission of use form prior to testing, *please* remember that any sanction for a positive drug test is **at least doubled** if you are dishonest on this form.
8. Write your first initial and your *full last name* on your specimen cup.
9. Before filling your cup, rinse your hands in cold water (no soap!) and dry them off with a paper towel.
10. Ladies—Blue dye will be placed in the toilet water before each sample is collected.
11. Please be patient and compliant with any requests made of you in the interest of the integrity of the urine specimen collection process.
12. If *your* test is positive, remain in the lobby. Do not leave for any reason without first getting permission from staff.
13. If someone *else's* test is positive, or if they get called back in to the office area for any reason, please be respectful and do not tease the person or otherwise negatively affect the situation. Relapses are difficult enough to face without such input.

*Any questions regarding testing procedures
should be addressed to your supervising officer!*